

The Registrar  
Suresh Gyan Vihar University  
Mahal, Jagatpura, Jaipur

**Sub.: - Application for receiving Degree / Diploma in 13<sup>th</sup> Convocation.**

**Sir,**

With reference to your communication and information regarding 13<sup>th</sup> Convocation of Suresh Gyan Vihar University.

- (a) I am a pass-out student of **year 2023 -24 / earlier year** and I want to receive my degree / diploma **in person / by post** (✓ mark whichever is applicable).
- (b) \* I may not be able to come personally, therefore, request that my degree / diploma may be issued to the person authorized by me in writing with his / her I.D. proof (self-attested & attested by the student) to collect the degree / diploma on my behalf.

**Or**

- (c) \* I am neither able to come personally nor to depute any authorized person, therefore, request you to post my degree / diploma at the **address with pin-code** provided in my particulars enclosed.

- (d) A fee of Rs. **1400/- (Rs. 1600/-** in case degree / diploma is to be received **by post**) is being remitted **Online** through (\*UPI / Bank Transfer) with UTR No..... (For UPI & Bank Transfer Both) and Transaction Id. .... (For UPI Transfer only)

Date.....Amount.....in the Bank Account with following details:

A/c Holder Name	Suresh Gyan Vihar University
A/C No.	50100217204554
Bank Name	HDFC Bank
Branch	Malviya Nagar, Jaipur - 302017
IFSC Code	HDFC0001844

**Note:** In case the fee of Rs.1400/1600 is deposited **online** then the student has to provide the following information on the Email-Id. [dy.registrar@mygyanvihar.com](mailto:dy.registrar@mygyanvihar.com), [lokesh.sharma@mygyanvihar.com](mailto:lokesh.sharma@mygyanvihar.com) & [finance@mygyanvihar.com](mailto:finance@mygyanvihar.com)

- (a) Name of the Student :  
(b) SID No. :  
(c) Course/Program :  
(d) Mobile No. :

Dated: ...../...../.....

Yours faithfully,

**Note: \* Please tick (✓ mark) on the relevant option above.**

**Signature of the Student**  
(Name.....)

**1. Please attach the following:**

- (i) **Online payment of Rs. 1400/- / Rs. 1600/- as the case may be.**
- (ii) **Self-attested Identity Proof of the person receiving the Degree / Diploma, & attested by the student. (Photo Copy)**
- (iii) **Both sided photocopy of the mark-sheets of final year issued by the University.**
- (iv) **Authorization letter –along with Identity Proof of degree / diploma receiver & that of authorized person.**

**PARTICULARS OF THE STUDENT**

1. Student's Name (In Block Letters) : \_\_\_\_\_
2. Enrolment Number & Name of Program: \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_
5. E-mail Address : \_\_\_\_\_
6. Phone / Mobile Number : \_\_\_\_\_
7. Details of Final Examination making the student "*eligible for award of degree(s) / diploma*". (Also attach the self-attested photocopies of mark - sheets of Final year as above), & the details thereof, as follows:

S. No.	Final Semester	Month & Year of passing	Marks / Grade point obtained	Total Marks / Credits	Percentage / CGPA
1.					
#2.					

# In case of Dual Degree.

8. Division / CGPA: \_\_\_\_\_

9 \$. **No dues Certificate:** Library \_\_\_\_\_ Hostel \_\_\_\_\_ Accounts & Finance \_\_\_\_\_

Chief Proctor \_\_\_\_\_ Sports Office \_\_\_\_\_ School / Deptt. \_\_\_\_\_

**CERTIFICATE**

It is certified that \_\_\_\_\_ (name) was regular student in the \_\_\_\_\_ (Course Name). He / She has successfully completed all the requirements of \_\_\_\_\_ (Degree / Diploma Name) and eligible to receive the degree / diploma.

Signature of Dean / Principal / VP (Name)

**For Office Use**

Degree / Diploma may be issued as per data mentioned above. Photocopy of Degree / Diploma has been kept in Examination Section.

Received Degree / Diploma: \_\_\_\_\_  
(Signature of Student / Authorized Person)

**Dy. Registrar**  
**(Exam / Acad.)**  
**(Signature with Name)**

If sent by Post: Speed / Registered Post No. .... Dt ..... (Receipt attached)

**\$ (The formalities related to point no. 09 shall be arranged at the level of SGVU, if the application is received online.)**